

SECURITY INFORMATION

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

CONFIDENTIAL

10 October 1952

MEMORANDUM FOR: Deputy Director of Training, General

FROM : Director of Training

SUBJECT : T/O Approved 17 September 1952

1. Official copies of the Office of Training T/O approved 17 September 1952 have just become available. Attached hereto is a copy of the TR/G portion together with individual copies of each Staff and Division.

2. The complete TR/G T/O is for retention in your office. The individual copies are for distribution to the Staff and Division Chiefs as indicated with the admonition that the information is for their use and is not to be exposed to others except on a "need to know" basis when discussing assignments with Section Chiefs and others with supervisory responsibilities.

3. The Personnel Section is now engaged in the preliminary process of reslotting against the new T/O and will consult with you within the next few days as to final assignments. 25X1A


MATTHEW BAIRD

Document No. 1
NO CHANGE in CLASS. ☒
☐ DECLASSIFIED
Class. CHANGED TO: NS S C
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1733
Date: 010278 By: 025

CONFIDENTIAL

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

SECURITY INFORMATION

25X1A

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

Next 2 Page(s) In Document Exempt

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

CONFIDENTIAL

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

TRO

U

ORIENTATION AND BRIEFING DIVISION

U

- ✓ TRAINING INST-CH
- ✓ TRAINING INSTRUCTOR
- ✓ TRAINING INSTRUCTOR
- ✓ TRAINING ASSISTANT
- ✓ CLERK-STENOGRAPHY

GS-1710	15	51
GS-1710	13	591
GS-1710	11	52
GS-1711	7	53
GS-301	5	54

25X1A

TOTAL ORIENTATION AND BRIEFING DIVISION

U

5

CONFIDENTIAL

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

SECURITY INFORMATION

25X1A

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

Next 5 Page(s) In Document Exempt

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

~~SECRET~~ ~~CONFIDENTIAL~~

OFFICE OR STAFF TRAINING	OFFICE CODE U	REQUEST DATE Security Information	APPROVAL DATE 10/17/52	CONTROL NO. 274	Page of Pages		
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION CODE
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	(Machine Records)
			<u>VOUCHERED</u>				
			<u>JUNIOR OFFICER TRAINEE DIVISION</u>				25X1A
			<u>JUNIOR OFFICER TRAINEE CORPS</u>				
			Intel Officer	GS-132 5/14			
			Intel Officer	GS-132 5/14			
			Intel Officer	GS-132 5/14			
			<u>UNVOUCHERED</u>				
			Intel Officer	GS-132 5/14			
NEW OFFICE TOTALS			APPROVAL				
CONFIDENTIAL			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9			Chief, Classification & Wage				

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

OFFICE OR STAFF TRAINING		OFFICE CODE U	REQUEST DATE 13 November 1952	APPROVAL DATE 14 Nov 1952	CONTROL NO. 334	Page 1 of 1 Pages	
DELETIONS			ADDITIONS			NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE (Machine Records)
<u>TRAINING (GENERAL)</u>			<u>TRAINING (GENERAL)</u>				
<u>LANGUAGE SERVICES</u>			<u>LANGUAGE SERVICES</u>				
<u>DIVISION</u>			<u>DIVISION</u>				
Instr (Audio Vis Tech)	GS-301-11	58	Lab Elect Mech (Sup)	GS-1611 10	794		
Lab Mech (Audio Vis)	GS-1610 7	59	Lab Electron Mech	GS-1611 9	795		
Lab Mech (Audio Vis)	GS-1610-6	590	Lab Electron Mech	GS-1611 6	796		
Per verbal request of Office of Training 13 November 1952.							
NEW OFFICE TOTALS			APPROVAL				
Language Services Div. (No change) Trng. General (No change)			The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.				
Office of Training			Chief, Class & Wage Div.				

CONFIDENTIAL
Security Information

<div style="display: flex; justify-content: space-between; font-weight: normal;"> UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET </div> <div style="text-align: center; font-size: small; margin-top: 5px;">(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)</div>			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO		INITIALS	DATE
1		<i>PE</i>	<i>1 Dec 52</i>
2	<i>200/54</i>		
3			
4			
5			
FROM		INITIALS	DATE
1		<i>QK</i>	<i>11 Nov</i>
2			
3			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> APPROVAL</div> <div style="width: 33%;"><input type="checkbox"/> INFORMATION</div> <div style="width: 33%;"><input type="checkbox"/> SIGNATURE</div> <div style="width: 33%;"><input type="checkbox"/> ACTION</div> <div style="width: 33%;"><input type="checkbox"/> DIRECT REPLY</div> <div style="width: 33%;"><input type="checkbox"/> RETURN</div> <div style="width: 33%;"><input type="checkbox"/> COMMENT</div> <div style="width: 33%;"><input type="checkbox"/> PREPARATION OF REPLY</div> <div style="width: 33%;"><input type="checkbox"/> DISPATCH</div> <div style="width: 33%;"><input type="checkbox"/> CONCURRENCE</div> <div style="width: 33%;"><input type="checkbox"/> RECOMMENDATION</div> <div style="width: 33%;"><input type="checkbox"/> FILE</div> </div>			
REMARKS: <i>Revised official T/O Change Notices on addition of 50 JLT slots & revision of Long Service positions recently surveyed.</i>			
<div style="display: flex; justify-content: space-between; font-weight: normal;"> SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED </div>			

Copies for other records

FORM NO. 30-4

25X1A

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

Next 9 Page(s) In Document Exempt

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

~~RESTRICTED~~
Security Information

CONFIDENTIAL

GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

25X9

Office of the Chief of the Division



In terms of approved slots, no change is indicated.

25X1A At present, position #1 is filled by [REDACTED] he will continue in that position.

25X1A At present, position #2 is filled by [REDACTED] who has been in the office of the Registrar, Support Staff, since February 1952.

< In terms of approved slots for the General Training Division, position #2 is vacant and should be filled by 15 July 1952 by a competent secretary of at least GS-5 level.

25X1A

To:
From:



30 May 1952

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

~~CONFIDENTIAL~~

~~RESTRICTED~~
Security Information

~~RESTRICTED~~
Security Information

~~CONFIDENTIAL~~

GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

25X9

Management Training Branch

([REDACTED]

This is an entirely new branch that was proposed on 23 May and tentatively approved by the office of the Director of Training.

This branch will be responsible for developing the Human Resources Program along with other general executive, administrative, and supervisory training throughout the Agency.

Position #1 will require an individual competent to develop supervisory training all the way from the AD level to the first line supervisor.

Position #2 will require an individual who can give general assistance to the Chief of the Division and the Chief of the Branch in conducting the Human Resources Program.

(Position #3 will require an individual, a man or a woman, who would assist in the supervisory training programs and could take over responsibility for developing administrative training programs. Administrative training would be organized to assist the service offices of the Agency, - budget, personnel, property procurement, space, etc., - to meet more effectively the needs of the operating offices and reciprocally to assist the operating offices to achieve closer coordination in working with the administrative service offices.

The Management Training Branch will be in the developmental stages during fiscal 1953. For all practical purposes, it will be part of the office of the Chief of the Division and will secure secretarial support from the GS-6, Secretary (Steno), in that office.

25X1A To:
From:

[REDACTED] 30 May 1952

~~RESTRICTED~~
Security Information

~~CONFIDENTIAL~~

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

~~RESTRICTED~~
Security Information

~~CONFIDENTIAL~~

GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

Clerical Training Branch



The considerable increase in the number of positions required for the Clerical Training Branch is simply a reflection of the increased responsibilities that it is expected will be placed in this Branch during fiscal 1953.

Position #5, GS-4, Clerk (Steno), is vacant at present.

It is proposed to reclassify position #1 from GS-11 to GS-12. There would be no difficulty at all in justifying this reclassification in terms of the heavy responsibilities for initiating plans, for reorganizing programs, and for supervising personnel. This position requires a person with pronounced ability in executive leadership; we have been fortunate to date in securing a person with these qualifications.

The justifications for the other positions are simply in terms of the expected increased load, of the calibre of instructors required for these particular jobs, and of the necessity for operating two installations,-
one at Alcott Hall and one at [REDACTED]

To:
From:

30 May 1952

~~CONFIDENTIAL~~

~~RESTRICTED~~
Security Information

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

~~RESTRICTED~~

Security Information

~~CONFIDENTIAL~~

GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

UTG/A Branch

A slight reorganization in the T/O of the UTG/A Branch has been recommended as a result of the past year of working experience.

It is proposed to eliminate position #4, GS-7, Administrative Assistant, and in its place to add the position of GS-5, Secretary (Steno). The reasons for this change have been given previously and have been approved by the office of the Director of Training.

At present there are two vacancies in the T/O; another vacancy is expected in the near future. In spite of vacancies in the T/O, we have been able to operate UTG/A by using student assistance in a number of programs.

Position #1, GS-13, is vacant. Position #3, GS-11, became vacant this week with the transfer of Mrs. [redacted] to OPC. Position #4, GS-7, will become vacant as soon as Mrs. [redacted] is transferred to another office.

The future of this branch depends very much upon the planning of the overall Intelligence School and decisions regarding the consolidation of overt and covert provisionally cleared personnel.

To:

From:

30 May 1952

~~CONFIDENTIAL~~

~~RESTRICTED~~

~~RESTRICTED~~
Security Information

~~CONFIDENTIAL~~

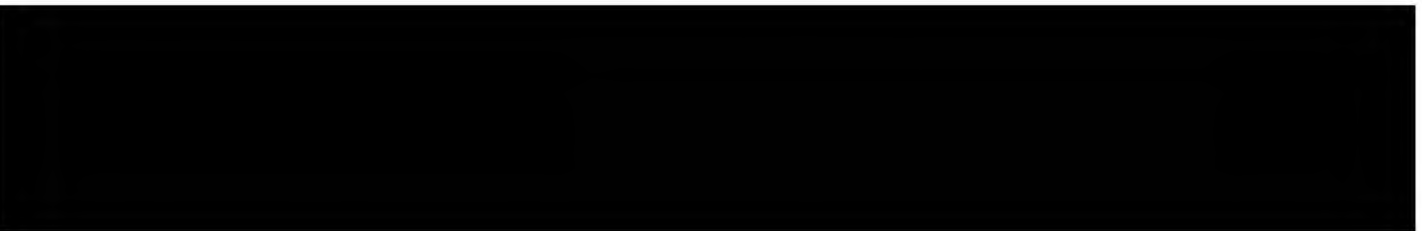
GENERAL TRAINING DIVISION

Present (Fiscal 1952)

Proposed (Fiscal 1953)

25X9

Reading Improvement Branch



The proposed increase in use to be made of the Reading Improvement Laboratory accounts for the proposed increase in the T/O for 1953. As a matter of fact, the proposed T/O for 1953 represents less than the total number of positions allocated to reading improvement programs from TR(G) and TR(S). The positions allocated to reading improvement by TR(S) have not been drawn on in 1952.

The proposed T/O for 1953 would provide reading improvement programs both for overt and for covert personnel. The proposed T/O would provide a minimum staff to run a laboratory of the dimensions required by present plans of the Director of Training to make reading improvement part of the basic training for all CIA employees, as well as providing program support for UTG/A, CIA Intelligence School (Professional Trainees), the needs of miscellaneous groups of covert personnel, and the increasing demands from various offices within the Agency.

Of the positions approved at present there is one vacancy,- position #3, GS-4, Clerk (Typist).

25X1A To:
From:



30 May 1952

~~CONFIDENTIAL~~

~~RESTRICTED~~
Security Information

25X1A

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9

Next 1 Page(s) In Document Exempt

Approved For Release 2001/04/02 : CIA-RDP61-00017A000400110001-9